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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of the Comptroller General Fiscal Office Room 241 State Capitol	Application Number 79-115	
Application Number		Date Received JUN 5 1979	Date Completed JUL 5 1979
2. Person to Contact Maxine Payne		Working Title Security Deposit Officer	Telephone Number 656-2074
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1972		5. Records Series Title (followed by title used in office; if different) Supporting Documents File Annual Appropriations Disbursement General Ledger and	
Latest Present			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of the Comptroller General is responsible for insurance regulation, industrial loan regulation, fire safety and mobile home regulation. Included in the Department's responsibilities are power to issue, suspend, and revoke licenses and to levy fines to insurance companies, insurance agencies, industrial loan companies and mobile home manufacturers. Arson investigation, fire safety of public facilities and approval of permits for uses of hazardous, unstable materials are also duties of the Department. The Fiscal Office receives and keeps records of revenue collections of the Fire Marshal's Office, the Insurance Division and the Industrial Loan Division. The Fiscal Office also keeps the financial records of the General Fund of the Comptroller General's Office including payroll, travel expenses, bills, appropriations and budget information.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the process followed in allotting State funds to State agencies. Included are: the Annual Appropriations General Ledger which shows the Warrant number, date, department, amount of the Warrant or Executive Order, Executive Order number, date and department, amount of Executive Order and balance. Also included are copies of the Warrants and Executive Orders. File is arranged: Ledger is arranged alphabetically by department; thereunder chronologically. Warrants and Executive Orders are arranged numerically.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>3</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)

State Auditor/Designee	<i>[Signature]</i>	7-3-79
Secretary of State/Designee	<i>[Signature]</i>	6-29-79
Attorney General/Designee	<i>[Signature]</i>	7-5-79

Agency Head/Designee (Signature)	<i>[Signature]</i>	Date	5/31/79
Records Management Officer (Signature)	<i>[Signature]</i>	Date	5-31-79
State Records Committee (Signature)	<i>[Signature]</i>	Date	

These instructions apply to all prior and future accumulations of the series.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:
- ☒ Hold in the current files area _____ month(s) _____ year(s); then _____ and until State Audit; then
- ☐ Transfer to local holding area, hold _____ year(s); then _____
- ☐ Transfer to State Records Center; hold _____ year(s); then _____
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____
- ☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

Attach copy or excerpt of laws or regulations. Explain administrative need.

11. Retention Requirements

The following requires the series to be kept:

- a. State Law _____ years.
- b. Statute of limitation _____ years.
- c. Federal law _____ years.
- d. Audit period _____ years.
- e. Administrative need _____ years.
- f. Federal retention instructions _____ years.

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? O.P.B./General Government Division
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? O.P.B.; D.O.A.S.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?